

# **Annual Agency Detail Cost Center Budgeting**

## Annual Agency Detail Cost Center Budgeting

### Archive Original Budget

- 1) Click "Planning Profile" tab
- 2) Double click "Annual Agency Profile" or "Annual Agency Approval Profile"
- 3) Click "Set Variables" tab
  - a) Verify Budget Prep Version "From Value" is set to "1A"
  - b) Verify correct Business Area is listed
- 4) Place cursor in "From Value" cell of Variable "Cost Center" and select the drop down menu
- 5) Enter the Cost Center range for Business Area (All other users from agency will be blocked from using the cost centers that have been selected)
- 6) Highlight line and click green check mark
- 7) Place cursor in "From Value" cell of Variable "VSCEN" and select the drop down menu
- 8) Highlight "A5" and click green check mark
- 9) Click "Save"
- 10) Click "Planning" tab
- 11) Expand "Budget Preparation Annual"
- 12) Expand "Annual Agency Cost Center Budgeting"
- 13) Double click "Cost Centers Package"
- 14) Expand "Set Scenarios"
- 15) Double click "Save Scenario A to Scenario (VSCEN)"
- 16) Click "Save"
- 17) Expand "Manual Planning"
- 18) Double click "Cost Center Planning"
- 19) Click "Yes" to enable macros
- 20) Click "Close Navigation" tab
- 21) Click "Other Combination" icon, change Scenario to "A5"
- 22) Click green check mark
- 23) Click "Other Combination" icon, change back to Scenario to "A"
- 24) Click green check mark

## Annual Agency Detail Cost Center Budgeting Accessing Cost Center Layout

- 1) Click "Planning Profile" tab
- 2) Double click "Annual Agency Profile" or "Annual Agency Approval Profile"
- 3) Click "Set Variables" tab
  - a) Verify Budget Prep Version "From Value" is set to "1A"
  - b) Verify correct Business Area is listed
- 4) Place cursor in "From Value" cell of Variable "Cost Center" and select the drop down menu
- 5) Enter the Cost Center range for Business Area, an individual cost center or multiple single value cost centers (All other users from agency will be blocked from using the cost centers that have been selected)
- 6) Highlight line and click green check mark
- 7) If working in multiple single value cost centers, highlight the "Cost Center" variable line and click on the trash can icon
- 8) Click "Save"
- 9) Click "Planning" tab
- 10) Expand "Budget Preparation Annual"
- 11) Expand "Annual Agency Cost Center Budgeting"
- 12) Double click "Cost Centers Package"
- 13) Expand "Manual Planning"
- 14) Double click "Cost Center Planning"
- 15) Click "Yes" to enable macros
- 16) Click "Close Navigation" tab
- 17) Verify layout is in Scenario "A" and Status is "Not Ready"  
(Functions only apply to Scenario "A" and Status "Not Ready")

## Annual Agency Detail Cost Center Budgeting

### Enter Amounts in the Month of July

- 1) Enter amounts by cost center by cost element in the month of July (or)
- 2) Copy and paste amounts from the 2004 Authorized Budget column by cost center by cost element to the July column, then adjust increased or decreased budget amounts
- 3) Click “sort newly entered data” icon
- 4) Click “Save”

## Annual Agency Detail Cost Center Budgeting Adjust Budget Amounts

- 1) Locate cost element to be adjusted
- 2) Change amounts in the month of July
- 3) Click “sort newly entered data” icon
- 4) Click “Save”

## Annual Agency Detail Cost Center Budgeting

### Add A Cost Element

- 1) Scroll down to the first unprotected blank line at the end of the spreadsheet layout
- 2) Place cursor in the blank unprotected cost center field and key in the cost center. Highlight the cost center and press “Ctrl W” to run a macro that derives the Fund/Funds Center assignment  
(This can also be copied from layout or keyed manually)
- 3) Place cursor in blank unprotected cost element field
- 4) Click “Possible Entries” icon to search for cost element or manually enter the cost element
- 5) Highlight the cost element and press “Ctrl Q” to run a macro that derives the Commitment Item. If it does not automatically appear for you, manual entry may be required. (If manual entry is required you need to check you macro settings in Excel)
- 6) Enter the amount to be budgeted in July
- 7) Click “sort newly entered data” icon
- 8) Click “Save”

## Annual Agency Detail Cost Center Budgeting Plan on Miscellaneous Commitment Item

### **NOTE: AGENCY MUST HAVE MISCELLANEOUS COMMITMENT ITEMS TO PROCEED**

- 1) Scroll down to the first unprotected blank line at the end of the spreadsheet layout
- 2) Place cursor in the blank unprotected “Cost Center” field and key in the Cost Center for the Funds Center representing the Miscellaneous Commitment Item. This will not be the Cost Center assigned to the Sub-Funds Center.
- 3) Highlight the Cost Center and press “Ctrl W” to run a macro that derives the Fund/Funds Center assignment.  
(This can also be copied from layout or keyed manually)
- 4) Place the cursor in the “Commitment Item” field and enter the Miscellaneous Commitment Item (You will not have a Cost Element for Miscellaneous Commitment Items)
- 5) Enter the amount to be budgeted in July
- 6) Click “sort newly entered data” icon
- 7) Click “Save”

## Annual Agency Detail Cost Center Budgeting Alternate way to save layout

**NOTE: YOU WILL SAVE TIME BY CLOSING THE  
LAYOUT PRIOR TO SAVING**

- 1) Click “Display Navigation”
- 2) Right click on “Cost Center Package” under “Annual Agency Cost Center Budgeting”
- 3) Click on “Display Package” (This will close the layout)
- 4) Click “Save”